



Health & Safety Policy

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Policy Author(s):	Dave Box
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For the full version history of this policy, see the back page	

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Printed versions may quickly go out of date –contact the Policy Team for support and advice.

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1.0 A Commitment by the Chief Executive

- 1.1 'The Group Executive are committed to the provision of the best possible environment for staff and customers and strive to ensure the health, safety and welfare of everyone is appropriately safeguarded.
- 1.2 In line with health and safety legislation and our values, I am pleased to introduce the Group's Health & Safety Policy.
- 1.3 I am confident that this Policy and the procedures it outlines accurately reflects our resolve to provide a positive and continuously improving health and safety culture, accepting that all injuries and incidents of occupational ill-health are preventable and supporting the drive towards zero incidents. This is essential for the wellbeing of staff and customers and the future of our organisation.
- 1.4 I am pleased to commend to you a policy that reflects the views and involvement of many staff from all levels across the Group. It demonstrates our commitment that health and safety must always remain at the forefront of our minds as we strive to improve the quality and efficiency of the service we offer.'

.....
Chief Executive Officer

2.0 Introduction and scope

- 2.1 Our Health & Safety Policy is based on the principle that a positive health and safety culture is essential for the wellbeing of staff and customers and for the future of our organisation. It will ensure that we, as a minimum, comply with and where possible exceed legislative requirements.
- 2.2 This Policy is a Level 1 and is approved by Gentoo Group Board annually and reviewed regularly to ensure that it is effective.
- 2.3 The Health & Safety at Work Act was created in 1974 and it requires by law that we prepare and revise as necessary a written statement of our Health & Safety Policy.

2.4 Our Policy demonstrates how we must all conduct ourselves at work, in a way that minimises risks of incident and injury.

2.5 The scope of this Policy covers:

Gentoo Group	X
Gentoo Homes	X
Gentoo Developments Ltd	X
Gentoo Genie	X

It applies to:

General Needs rented properties	X
Supported Housing	X
Sheltered Housing	X
Leasehold/Shared ownership	X
Rent to Buy properties	X
Market rented properties (domestic)	X
Temporary Accommodation	X
Stock owned but not managed by the Group	X
Communal Areas, including those relating to Leasehold/Shared Ownership properties	X
Commercial Property (offices, depots etc)	X
Stock managed by Gentoo on behalf of a third party	X
Garages and outbuildings	X
Remote plant (district heating, electrical pumps etc)	X
Curtilage	X
All customers, the environment, all employees, visitors and contractors	X

3.0 Links to organisational goals

3.1 Our Vision and Values set the direction and culture of the Group. They ensure that the business is aligned around the desire to create sustainable homes and communities and to improve the lives of our customers. The Vision and Values ensure that all of our people understand Gentoo's ethos and are clear about what is expected of them and the contribution they can make.

Vision:

Great Homes - Strong Communities - Inspired People
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Values:

Do the right thing
Make a difference
Work together
Keep learning
Give all you've got

3.2 This Policy operates within our Vision and Values and links to all relevant Policies and Procedures.

4.0 Regulation and legislation

4.1 This Policy fulfils the requirements of all relevant legislation and regulation, ensuring legal compliance.

5.0 Our Management System Policy Statement

5.1 Gentoo Group is committed to operating with robust management systems to enhance our Health & Safety performance. We recognise that care of our employees and the environment are central to our business, and we are dedicated to operating in a manner that achieves these goals.

5.2 Management Systems are in place to ensure we safeguard the quality of our service, securely manage information and protect the health, safety and environment we operate in.

5.3 These will be managed in a way that minimises risk to our customers, the environment, employees, visitors and contractors.

5.4 Training and ongoing risk assessment will ensure that this is undertaken in a controlled manner.

5.5 The Group is committed to continuous improvement and is assessed against the requirements of ISO 14001:2015, ISO 27001:2005, ISO 55001: 2014 and BS OHSAS 18001: 2007.

5.6 This policy / statement will be displayed on notice boards and the Group's website and is reviewed annually.

This policy has been endorsed and approved by:

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Chief Executive Officer

5.7 Diversity & Inclusion

We are committed to the principles of diversity and inclusion throughout the Group and this Policy aim to where possible:

- Meet the needs and choice of people from all backgrounds.
- Ensure that our services are relevant, responsive and sensitive to the needs of our existing and future customers.
- Ensure that all sections of the community in which we work have equal access to our services.

Our Health & Safety Policy will ensure that customers will be treated as individuals and with fairness and respect. An Equality Assessment has been completed with regard to this Policy.

6.0 Organisation and Management Structure / Roles and Responsibilities

6.1 Effective Health and Safety Leadership is vital in protecting the health and safety of employees or members of the public who may be affected by our activities and transferring safety into a core value. Guidance for Directors and Board members on leading health and safety at work indicates essential principles to be followed,

(www.iod.com/hsguide).

6.2 Briefly, these principles are as follows:

- **Strong and active leadership from the top**
 - Visible, active commitment from Directors and Board members
 - Establishing effective 'downward' communication systems and management structures
 - Integration of good health and safety management with business decisions
- **Worker Involvement**
 - Engaging the workforce in the promotion and achievement of safe and healthy conditions
 - Effective 'upward' communication
 - Provision of high quality training
- **Assessment and Review**
 - Identifying and managing health and safety risks
 - Following competent advice
 - Monitoring, reporting and reviewing performance.

6.3 Responsibilities:

Group Board

The Group Board ensures that there is an effective policy for Health & Safety across Gentoo Group. Their role is to periodically review the effectiveness of the Policy by continually evaluating possible risks and ensuring that improvements are implemented. They must also make sure that all liability is covered by adequate insurance.

Chief Executive Officer

The Chief Executive Officer is responsible for the control and implementation of

the Health & Safety Policy at all levels of the Group and the provision of adequate resources to meet health and safety requirements.

The Chief Executive will provide leadership to encourage employees to be safe and compliant at all times, ensuring the responsibility for the implementation of, and compliance with this Policy is properly assigned and accepted by the Group Executive Team and employees under their control.

Executive Director of Corporate Services

The Group's aim is to ensure that all leaders, managers and employees take responsibility for Health & Safety and are clear on their role and responsibilities. The Executive Director of Corporate Services will ensure that the right level of training, guidance, policy and process is available, through the direction of the the Health & Safety Team. The Executive Director of Corporate Services will ensure compliance with relevant Health & Safety systems and legislation.

Senior Managers

Senior Managers take responsibility for ensuring that the Health & Safety Policy is implemented correctly and communicated throughout their Department/Section, and to all employees under their care. They will appoint and support Safety Representatives and clarify policy issues where required. They will also liaise with the Executive Director of Corporate Services where required, particularly in regard to visits from Inspectorates and notices of improvement, prohibition or prosecution.

Managers and First Line Supervisors

Managers and First Line Supervisors are tasked with ensuring that the Gentoo Health & Safety Policy is implemented and operated effectively in their area. Their role involves communications and consultation. They will liaise closely with their Senior Manager regarding Health & Safety arrangements, changes to policy and training plans. They will also consult with and involve employees in formulating risk assessments, providing

details of best practice, safe working systems and issues for discussion.

Managers and First Line Supervisors will also ensure that no employee is asked to perform a task without due Health & Safety measures in place and adequate supervision provided. Their remit also extends to dealing with instances of non-compliance and disciplinary cases. They will liaise with union and non-union representatives, ensuring that incidents are investigated, Health & Safety is promoted and workplaces are well maintained.

Employees

Every employee at Gentoo must familiarise themselves with the Health & Safety Policy, follow best practice and adhere to the requirements of risk assessments.

Employees have a personal responsibility to make full use of safety equipment, to co-operate in all consultations and to not misuse or interfere with safety equipment. They also have an obligation to report to management any training needs, unsafe practices/working conditions, damage to equipment or reckless/violent behaviour by others.

Contractors

Contractors are responsible for the management of health and safety within their own organisations, however, Gentoo Group will endeavour to support contractors with regard to health and safety requirements and improvements. The Group require all contractors to co-operate fully in ensuring the health and safety of its employees and those affected by their activities at all times.

Safety Representatives

Gentoo co-operates fully in the appointment of Safety Representatives by recognised Trade Unions and other bodies. Safety Representatives ensure that Management and Employees co-operate effectively in order to meet the requirements of the Health & Safety Policy. Safety Representatives have the freedom to establish forums and committees to facilitate communication and enhance co-operation. Where appropriate, Gentoo will supply facilities and training in accordance with the relevant legislation.

Compliance Team/Facilities Management

The compliance team/facilities management work closely with health and safety in ensuring the provision of safe places of work and premises managed by the Group. They develop appropriate procedures to record and document necessary arrangements to support compliance with legislative requirements in relation to management of premises and assets.

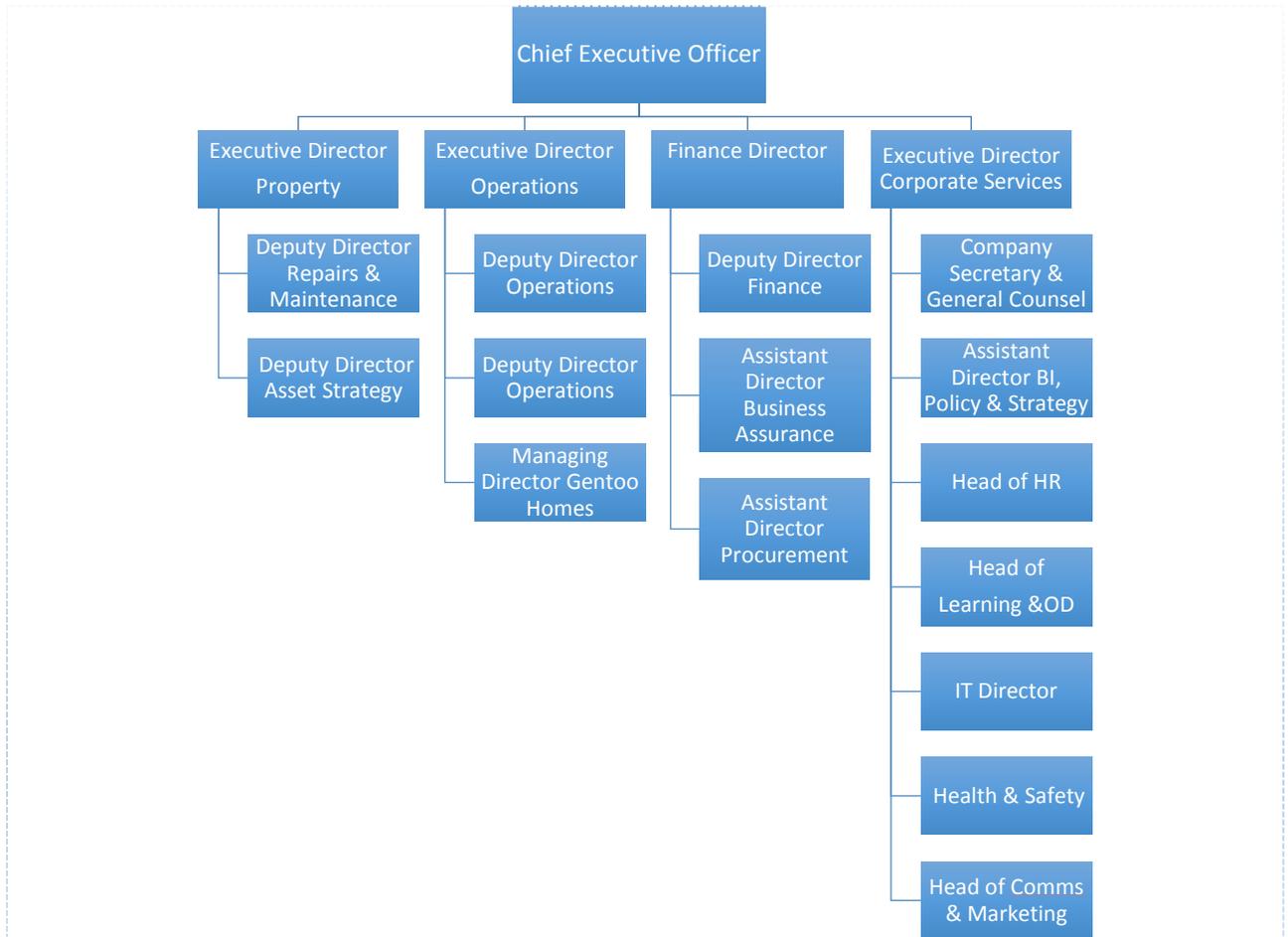
The compliance team develop, coordinate and deliver action plans providing assurance on compliance in relation to Group premises and assets, monitoring compliance of the Group, generating regular reports for Board/Committee's information.

Health & Safety Team

As with every other aspect of our organisation, the Health & Safety Team deliver a high quality, proactive and professional service. The role of the team includes monitoring and reviewing the Health & Safety Policy, as well as providing advice, information, updates and training to the Group. They will also be involved in formulating new policy and procedures and promoting a positive Health & Safety culture.

The Health & Safety Team plays an important role in ensuring a consistent approach across every function. The Team liaises with agencies and contractors, advises on proposed new workplaces and undertakes site investigations. They also provide technical advice, information and guidance on issues such as safe working practices, incident prevention, fire safety and health and wellbeing.

6.4 Executive Leadership Group Structure



7.0 Monitoring and review

- 7.1 The Group is fully committed to continuous improvements of health and safety performance and in order to meet this commitment, Group Board and the management team shall ensure that safety arrangements, measures for controlling risk and improving performance will be reviewed and revised at appropriate intervals.
- 7.2 This policy will be subject to an annual review as a minimum or sooner should there be changes to existing, or the introduction of new, legislation, changes to the organizational structure, etc. Any changes will be made following consultation with stakeholders.

- 7.3 The accountability for this Policy lies with Group Board and responsibility for this Policy lies with the Chief Executive.
- 7.4 This policy may be subject to an audit in line with the internal audit plan.
- 7.5 This Policy is a grade 1 and changes will need the approval of the Group Board.
- 7.6 The monitoring of health and safety performance will highlight any weaknesses in the Health and Safety Management System, equipment, procedures, training, control measures, information, instruction or supervision. Early identification of such weaknesses will allow immediate corrective action to be taken.
- 7.7 The Group will continuously monitor and measure health and safety performance through audits, inspections, incident investigations and observational visits (Health and Safety Mentors).

8.0 Reporting Health & Safety Records

- 8.1 Health and safety performance is reported at numerous levels/forums throughout the Group. Written reports / statistics are provided on a quarterly basis to:
- Gentoo Group Board
 - Gentoo Homes Board
 - Risk & Audit Committee
 - Risk Management Group
 - Health and Safety Committee
- 8.2 In addition, monthly statistical reports/health and safety performance KPI's are provided to all operational/business areas.

9.0 Consultation

- 9.1 The Group recognises that the aims and objectives of the Health and Safety Policy cannot be discharged without the co-operation of employees at all levels. Gentoo therefore engages with employee representatives through the Health and Safety Committee and various health and safety forums.
- 9.2 The Group will also consult and communicate with appointed trade union safety representatives and representatives of employee safety in accordance with the Safety Representative and Safety Committee Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996.

10.0 Arrangements

- 10.1 This Health & Safety Policy will be supported by the following procedures which can be found on the Intranet/Confluence:

- Management of Health and Safety
- Risk Assessments
- Health and Safety Information for Employees
- Workplace Requirements
- Work Equipment
- Control of Substances Hazardous to Health (COSHH)
- Personal Protective Equipment
- Manual Handling
- Incident Reporting
- First Aid
- Emergency Procedures
- Permits to Work
- Asbestos in Buildings
- Noise at Work
- Safety Signs and Signals

- Construction (Design and Management) Regulations (CDM)
- Temporary Works
- Display Screen Equipment
- Violence at Work
- Prevention or Control of Legionellosis (including Legionnaires Disease)
- Pre-Employment Health Screening
- Young Persons
- The Safe use of Electricity at Work
- Persons Working Alone
- The Working Time Regulations
- Managing Occupational Road Risk
- Lifting Operations and Lifting Equipment Regulations (LOLER)
- No Smoking at Work
- Management of Stress Policy and Procedures

Version Control

Version	Reason	Issuer	Date
1.2	Formatted to corporate format	Sarah Treadwell	27.4.18
1.3	Minor change to clarify Policy as Grade 1 requiring annual approval by Group Board.	Mel Smith	2.5.18
1.4	Amended as per Louise Bassett's comments	Sarah Treadwell	14.5.18